

DOCKET SPECIALIST - HCRC

DEFINITION

Under supervision, performs a variety of complex and specialized calendaring and docketing activities. May provide lead direction and work review to assigned staff, and/or serve as a consultant. Performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents in this class perform the full range of specialized docketing, calendaring, and tracking duties. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or work independently and deal with the most technical, complex, and/or sensitive projects.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

- Plans, organizes, coordinates, and performs the full range of work involved in maintaining calendaring, docketing, and tracking systems.
- Performs specialized docketing functions in accordance with agency protocols and deadlines, including the review and processing of designated pleadings, documents, and case-related items; enters specified data into docket and tracking systems.
- Maintains agency filing calendar and provides regular and ad hoc calendar updates; monitors and follows up on due dates with trial and appellate courts and counsel; ensures that the calendar reflects current court deadlines.
- Prepares and distributes standard and ad hoc docket, calendar, and other case-tracking reports; prepares customized case or other special reports as requested.
- Assists legal staff with court filing procedures, formats, and local rules/procedures; follows changes in state and federal court rules and informs attorneys or other HCRC staff of any.
- Researches calendar/docket issues and requests for resolving case-specific inquiries.
- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Participates in the orientation of new legal staff members on the agency's docket/calendar and case-tracking procedures.
- Develops and documents protocols for assigned activities; identifies operational problems, considers alternatives, and recommends solutions.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.
- May be required to travel as necessary.

QUALIFICATIONS

Knowledge of:

- Automated docketing/calendaring and case tracking database systems.
- Processing, coding, and managing of large collections and tracking of data using complex document and data management systems.
- Data entry and the application of data quality control practices and procedures.
- Policies, procedures, and jurisdictional requirements associated with appeals and original proceedings before the state and federal courts.
- Correct business English and legal terminology; exceptional spelling, grammar, and punctuation skills.
- Document management principles and practices.

Ability to:

- Maintain thorough knowledge of the agency's docket and calendar protocols.
- Perform manual and computerized docket/calendar functions and resolve docket/calendar issues.
- Communicate effectively orally, and in writing, including strong spelling and grammatical skills.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines with careful attention to detail.
- Meet time commitments and keep others informed of work progress, timetables, and issues.
- Use tact and discretion in dealing with those contacted in the course of the work; maintain the highest level of confidentiality.
- Work both independently and as part of a team; work effectively with all levels of the organization, with an affinity towards customer service.
- Apply strong organizational, analytical, and problem-solving skills.
- Prepare effective written materials.

LICENSES AND CERTIFICATES

None.

EDUCATION AND EXPERIENCE

Equivalent of a Bachelor's degree and two years experience in legal docketing, calendaring, and processing.

Additional experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for six months of required experience.